

Training 4

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FEB 1 1955

MEMORANDUM FOR: Assistant Comptroller

SUBJECT : External Training in the Office of the Comptroller

1. There appears to be a certain amount of continued confusion between ourselves and the Language and External Training School of the Office of Training regarding the utilization by the Comptroller of the facilities of the IBM School at Endicott, New York. You will recall that you and I discussed this several months ago when the matter of delinquent training reports arose.

2. The principal point of contention seems to be that Miss [redacted] in IACTS feels that the Office of Training has no clear picture of the scope and purpose of the training being given at Endicott. She states that her office has processed a large number of these training requests on people from your area, and that all of the continuing training there seems to be taken in very short increments, which raises the total cost considerably, since each separate session involves one complete round trip. She wonders if it might not be possible to lump the training together more efficiently so that one person might go and stay through, say, two or three consecutive sessions.

3. Another point is that she does not seem to be very well informed on whether or not an employee actually goes to Endicott once the training has been authorized. She called me on two or three separate cases, all of which were "repeat" appearances at Endicott, where additional training was being requested well in advance, and since she lacked training reports in two of the three cases concerned, she was not sure if the "second" course were not in reality the "first." These were:

- 25X1A9a [redacted] GS-7, Machine Records: Her records show that he went to Endicott 13-17 December 1954, though she does not have a completed training report to prove it.
- 25X1A9a Now she says [redacted] is scheduled to go to Endicott again, this time in March 1955, for a course in "Customer Training." Apparently she has no idea of the course content in this latter instance.

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██████████ CB-7, Machine Records: Her records show that ██████████ went to Endicott 13-17 December 1954, but again, no training report. I believe ██████████ is scheduled for Endicott again in June 1955.

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25X1A9a 4. Perhaps the best approach would be for you, or you and me, to sit down with Miss ██████████ and go over the "curriculum" at Endicott so that her office will have some idea of what is being given and what use your office is making of what parts of it. If you have any descriptive material from IBM, perhaps that might help, too. When you get back from abroad, perhaps you may want to give me a jingle on this matter.

/s /

████████████████████
Special Assistant to the
Deputy Director (Administration)

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cc: Miss ██████████ L&S/TB/OTR

SA-DD/A:JAC:dle (1 Feb 55)

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